

REQUEST FOR INFORMATION

RFI: #720C-04390-14C00

Issue Date: March 21, 2014

Title: Integrated Housing Options and Day Activities for Individuals with Developmental Disabilities

Issuing Agency: Commonwealth of Virginia
Department of Behavioral Health and Developmental Services
Office of Administrative Services
P.O. Box 1797
Richmond, Virginia 23218-2797

Responses to this RFI will be received until: 5:00 p.m. EST on April 25, 2014

Response should be sent to Connie Cochran, Assistant Commissioner, Department of Behavioral Health and Developmental Services, via e-mail connie.cochran@dbhds.virginia.gov.

All inquiries for information should be directed to Connie Cochran.

- ☐ If Your Organization **Is** Interested in Responding to This RFI, Complete and Attach This Page and the Response Sheet (Attachment A) to Your E-mail Response.
- ☐ If Your Organization **Is Not** Interested in Responding to This RFI, Please Complete and Return This Page to Indicate That You Received the RFI.

Name and Address of Firm:

Date: _____

By: _____

Electronic Signature

Title: _____

Telephone: _____

E-Mail: _____

Fax Phone: _____

1.0. PURPOSE

The purpose of this Request for Information (RFI) is to solicit responses from organizations or companies that are interested in developing, providing, or increasing access to integrated housing options or integrated day activities for individuals with developmental disabilities receiving services under the Commonwealth's Settlement Agreement with the U.S. Department of Justice [United States V. Commonwealth of Virginia, United States District Court for Eastern District of Virginia (Civil Action No. 3:12 CV 059)]. From the information garnered through this RFI the Department of Behavioral Health and Developmental Services will determine the appropriate next steps which may include the release of a formal Request for Proposals to firms responding to the RFI and others.

2.0. BACKGROUND

The Settlement Agreement requires the Commonwealth of Virginia through the Virginia Department of Behavioral Health and Developmental Services (Department) to prevent the unnecessary institutionalization of individuals with ID/DD and to provide them opportunities to live in the most integrated settings appropriate to their needs consistent with their informed choice.

The target population includes individuals receiving services provided through the Medicaid home and community-based ID and DD waivers, those in community ICFs/ID, individuals in training centers operated by the Department, and individuals in nursing facilities with Intellectual Disability/Developmental Disability diagnoses.

3.0. VENDOR REQUIREMENTS

This RFI is issued to determine the availability and to learn about program options of organizations or companies that may be interested in contracting with the Department to meet its goal to increase the number of integrated housing options or integrated day activities for individuals with developmental disabilities receiving services in the Commonwealth.

4.0. INFORMATION SUBMISSION REQUIREMENTS

RFI Response: Respondents to this RFI are asked to complete the attached response sheet. Responses should be prepared simply, providing a straightforward and concise response to the requested information. Emphasis should be on completeness and clarity of content. A maximum of 5 pages will be accepted and all responses shall be provided in an electronic format (i.e. Microsoft Word) and all text shall be in 12 point font single-spaced. Responses that exceed the maximum page limit or that include marketing material will not be reviewed.

Ownership of all data, material, and documentation originated and prepared for the Commonwealth pursuant to this RFI shall belong exclusively to the Commonwealth and be subjected to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a vendor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining

and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document as proprietary or trade secrets is not acceptable.

Attachment A
Integrated Housing Options and Integrated Day Activities
for Individuals with Developmental Disabilities
Response Sheet – RFI #720C-04390-14C00

Organization Information:	
Name	
Address	
Corporate Structure (e.g. Virginia corporation, 501 (c) 3, etc.)	
Date Incorporated/Founded	
Point of Contact and role within organization	
Phone #	
Fax #	
E-mail Address	
Website	

Requested Information:

Qualifications and Capacity: Please demonstrate how your organization has the experience, breadth and sophistication of current program activities, service delivery, staff capacity, tenure and experience of management staff and has the organizational capacity to manage the necessary functions as outlined in the RFI. Specify how the RFI functions will be executed -- whether internally using the organization's current staffing or by an external consultant. If using an internal staff person, please specify the name, title and current organizational duties and provide a resume, or, for any proposed subcontractor, please submit the name(s) and resumes.

Experience: Please provide a concise description of the organization's history and experience developing, providing, or increasing access to integrated housing options or integrated day activities for individuals with developmental disabilities. If your organization or company has performed activities identified in this RFI, please include a brief description of their:

- Size and scope (e.g., numbers of individuals served or housing units developed and occupied), and the
- Process, protocols, and instruments or tools you utilized to perform these activities.

Proposed Approach: Please provide a summary your proposed approach to developing, providing, or increasing access to integrated housing options or integrated day activities for individuals with developmental disabilities. In addition, please respond to each of the following questions by restating the question, and providing complete, succinct answers.

- How has your organization created this capacity in the community for individuals with complex medical and/or behavioral health support needs?
- How has your organization developed integrated housing options for individuals with a

developmental disability and how these options were funded?

- How has your organization developed integrated day activities for individuals with a developmental disability? Please provide examples of the activities your organization has supported that would be person-centered and integrated.

Resource Requirements: Please list the tools/resources that would be required to develop, provide, or increase access to integrated housing options or integrated day activities for individuals with developmental disabilities as required in this RFI.

References: If your organization or company has performed activities similar to those identified in this RFI, please provide at least one reference that can attest to this experience. Include the project name and timeframe, organization, and the point of contact name, phone number and e-mail address.

Other Information: Provide any additional information that may not have been requested in the RFI that would allow the Department to better understand your qualifications, capacity, and experience related to provide integrated housing options or integrated day activities.

A maximum of 5 pages will be accepted and all responses shall be provided in an electronic format (i.e., Microsoft Word) and all text shall be in 12 point font single-spaced. Responses that exceed the maximum page limit or that include marketing material may not be reviewed.